

STATE OF SOUTH CAROLINA  
**State Budget and Control Board**  
GENERAL SERVICES DIVISION

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1201 MAIN STREET, SUITE 420  
COLUMBIA, SOUTH CAROLINA 29201  
(803) 737-3880

M. RICHBOURG ROBERSON  
DIRECTOR

September 11, 2008

Dear PROPERTY OWNER OR AGENT:

The S.C. Vocational Rehabilitation Department is seeking office space in Greenville County. Attached is a summary of requirements (solicitation and lease criteria form). You are invited to submit a proposal to lease property to the agency which may meet the criteria. Please direct your responses and inquiries to DeLaine S. Duckworth.

**All proposals must be received in the Real Property Services office on or before 5:00 p.m., September 25, 2008, in duplicate.**

After the deadline, we will meet with the agency to review all proposals submitted. Should your proposal be of interest, the agency will contact you to schedule a meeting and view the property. The agency and Property Services will determine which proposals best suit the agency's needs, after which you will be notified.

To be eligible, a property owner or his agent must have submitted to Property Services a receipt and acknowledgment of Regulation 19-447.1000. If you have not done so and wish to respond with a proposal, please contact the leasing agent mentioned above.

Sincerely,

A handwritten signature in black ink, appearing to read 'Edgar W. Dickson'.

Edgar W. Dickson  
Director  
Real Property Services

EWD/jlm  
Enclosures

## REQUEST FOR LEASE PROPOSAL

ISSUE DATE: SEPTEMBER 11, 2008  
STATE AGENCY NAME: S.C. VOCATIONAL REHABILITATION DEPARTMENT  
RETURN PROPOSALS TO: DELAINE S. DUCKWORTH  
GENERAL SERVICES DIVISION  
REAL PROPERTY SERVICES  
1201 MAIN STREET, SUITE 420  
COLUMBIA, SOUTH CAROLINA 29201  
PHONE: (803) 737-0783 FAX: (803) 737-0689

PROPOSAL DUE: SEPTEMBER 25, 2008

ALL PROPOSALS MUST BE IN WRITING AND SUBMITTED IN DUPLICATE. PROPOSALS MAY BE FOR PROPERTY WHICH MAY OR MAY NOT REQUIRE BUILDING ADDITIONS OR IMPROVEMENTS. PROPOSALS MAY BE FOR PLANNED CONSTRUCTION WHEREBY PROPOSER, ON THE DATE OF ISSUE, BY DEED, CONTRACT, OR OPTION, CONTROLS A SPECIFIC SITE AND HAS A SITE PLAN WHICH DEPICTS PARKING AND BUILDING DIMENSIONS; HOWEVER NO BUILD-TO-SUIT OR DESIGN/BUILD PROPOSALS MAY BE SUBMITTED. ANY PROPOSAL FOR PLANNED CONSTRUCTION MUST INCLUDE A COPY OF THE SITE DEED, CONTRACT OR OPTION AND THE SITE PLAN. ALL PROPOSALS MUST SPECIFY FLOOR AREA IN USABLE AND RENTABLE SQUARE FEET, ANNUAL RENT, RATE PER RENTABLE SQUARE FOOT, AND MUST LIST THOSE SERVICES AND UTILITIES INCLUDED IN THE ANNUAL RENT.

### LEASE CRITERIA

RENTABLE AREA (SF): 28,000 TO 30,000 (APPROX.)

NUMBER OF EMPLOYEES: 98

COUNTY: GREENVILLE

RATE (SQ FT): TO BE NEGOTIATED (INCLUDING OPERATING EXPENSES)

PROPOSED USE: REGIONAL OFFICE FOR THE DISABILITY DETERMINATION DIVISION OF SC  
VOCATIONAL REHABILITATION DEPARTMENT

PREFERRED LOCATION: WITHIN FIVE (5) MILES OF 301 N. MAIN STREET, GREENVILLE, SC 29601

TERM OF LEASE: FIVE YEARS  
STANDARD STATE LEASE MUST BE USED

EXPECTED  
OCCUPANCY DATE: JANUARY 1, 2009

PARKING  
REQUIREMENTS: PARKING TO ACCOMMODATE 98 EMPLOYEES AND 6 ADDITIONAL PARKING  
SPACES FOR VISITORS. TOTAL PARKING SPACES 104, PLUS ADDITIONAL  
HANDICAPPED PARKING AS REQUIRED BY CODE. PREFER PARKING ADJACENT  
TO THE BUILDING.

SPECIAL NEEDS  
REQUIRED: PROPERTY MUST BE BARRIER FREE, HAZARD FREE AND SMOKE FREE  
MUST MEET ZONING REQUIREMENT FOR PROPOSED USE  
ECONOMICAL AND EFFICIENT SPACE UTILIZATION  
MINI BLINDS ON ALL EXTERIOR WINDOWS  
SEE ATTACHMENT FOR ADDITIONAL SPECIFICATIONS

PREFERRED: \_\_\_\_\_

**Explanation of Attached Space Allocation Form**  
**SCVRD Disability Determination Services**  
**Greenville Regional Office**  
**August 28, 2008**

**Section O and M:** The Social Security Administration requires no less than 200 sq feet per site to house the network computer room. The DDS has concluded that based on increased computer needs, each of our facilities requires no less than 250 sq feet for the computer room. Additionally the Greenville Computer room has been recently expanded to accommodate additional HVAC to ensure a proper temperature caused by the increased need. No less than 350 sq. feet is needed for this space.

**Section P “Special Requirements”:** In this category we have included additional square footage for the employee break room, which will have to accommodate at least 115 employees in intervals. Since 2003, SSA has migrated into an increasingly electronic claim processing system. Additional space is needed for 12 fax machines, accommodating approximately 74 Disability Examiners. We estimate approximately 20sq.ft per fax machine. Also, space is allocated for a mailroom, which will accommodate mail related to approximately 34,000 annual disability claims processed in this office. This category also includes space for a computer training room for trainees. Since SSA requires the DDS to hire new examiners in relatively large classes, space (500 sq. ft) is needed for approximately 12-15 trainees, computer terminals, furnishings, etc. .

Intrusion protection system and automated door locks

Security devises to alter problem in room (alarm mechanism)

Security alarm mechanism to alter problem in room

Hearing Room must be in a secured area of the building,  
segregated from main employees work area

Hearing room must have tables and chairs nailed down